

FORT LEE STANDARDS BOOK



VERSION 1
15 March 2013

**DEPARTMENT OF THE ARMY
HEADQUARTERS CASCOM
AND FORT LEE
FORT LEE, VIRGINIA 23801**

ATCL-CG

15 March 2013

MEMORANDUM FOR SEE DISTRIBUTION


SUBJECT: The CASCOM and Fort Lee Standard Handbook

1. Welcome to Fort Lee, Virginia- "Support Starts Here". You are joining units steeped in tradition and filled with proud, confident war fighters- the vast majority of whom have been proven in battle. As Soldiers, Sailors, Airmen and Marines assigned to Fort Lee, we are committed to upholding the proud traditions of this command and the United States Armed Forces. This handbook identifies standards that apply to the way we conduct our professional and social lives, regardless of component or branch of service. Every service member on the installation is required to live by, and hold themselves and their subordinates to these standards.
2. CASCOM and Fort Lee is home to the Country's premier logistical and sustainment training headquarters. Our mission is to prepare our new logisticians to deploy by land, sea, or air to conduct mobile-armed offensive and defensive operations worldwide. You will find your tour of duty in Fort Lee to be rewarding, fast paced, and challenging.
3. This handbook will familiarize you with the proud heritage of the Combined Arms Support Command and Fort Lee, as well as communicate the standards expected of every service-member in order to establish discipline and esprit-de-corps within our units. Violations of the provisions of this handbook may subject service members to adverse action under the Uniform Code of Military Justice, Article 92.
4. The CASCOM and Fort Lee Standards book applies to all service members: (1) assigned to, attached to, or under the operational control of CASCOM or Fort Lee units- including Major Subordinate Commands, and (2) mobilizing and demobilizing units processing through Fort Lee. You will read, comprehend, and comply with the standards established in this handbook at all times. Finally, you will maintain this book on your person, at all times, while in duty uniform.

SUPPORT STARTS HERE!



JAMES K. SIMS
Command Sergeant Major, USA
CASCOM and Fort Lee



LARRY D. WYCHE
Major General, USA
Commanding General

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History of Fort Lee

Fort Lee located in America's Historic Heartland in Virginia's tidewater area, twenty-five miles south of Richmond, VA and very near the confluence of the James and Appomattox rivers.

COLONIAL BEGINNINGS

For thousands of years Native Americans hunted the woods, fished the rivers, built their villages and raised their crops in the vicinity of today's Fort Lee. Here was centered the Powhatan Confederation, whose tribes met the first European settlers upon their arrival at Jamestown in 1607.

Those who followed in the wake of Captain John Smith and company soon established thriving plantations along the James River and deep into the interior. The land hereabouts provided 17th and 18th century farmers with a rich harvest of tobacco, corn, beans, root plants, vegetables and more. By the time of the American Revolution, Virginia's population had grown to nearly 200,000.

In April 1781 British troops under Major General William Phillips landed at Old City Point on the banks of the James River (at present-day Hopewell) and marched through Fort Lee property to defeat a much smaller patriot force defending Petersburg. In October that same year Washington and Rochambeau's combined forces captured Cornwallis at the Battle of Yorktown – less than two hours' drive from Fort Lee – and thus secured America's independence.



Eight decades later another army crossed Fort Lee. This time it was Union General Ulysses S. Grant. Strategically located on the banks of the Appomattox River, 23 miles south of the Confederate capital of Richmond, the town of Petersburg served as a major road and rail center throughout the Civil War. In the spring of 1864 a combined force of more than 100,000 Yankees marched across Fort Lee in a surprise effort to cut off Confederate General Robert E. Lee from his supply base. The nine-and-a-half month siege that followed was the longest in U.S. history. Four historic markers today trace the route of the United States Military Railroad that crossed Fort Lee bringing supplies to troops along the siege line.

THE FIRST CAMP LEE

Within weeks after the United States declared war on Germany in the spring of 1917, the War Department acquired a vast tract of farmland in Prince George County, Va. (between Petersburg and Hopewell) for the purpose of building here one of 32 military cantonments. Construction of

Camp Lee began in June. By September more than 1,500 buildings and over 15 miles of on-post roads had been completed. Soon members of the 80th “Blue Ridge” Division – made up of troops from Pennsylvania, Virginia and West Virginia – began arriving for training.

Before long Camp Lee became one of the largest “cities” in Virginia. More than 60,000 doughboys trained here prior to their departure for the Western Front, and fighting in France and Germany. Included among the many facilities here was a large camp hospital situated on 58 acres of land. One of the more trying times for the hospital staff was when the worldwide influenza epidemic reached Camp Lee in the fall of 1918. An estimated 10,000 Soldiers were stricken by flu. Nearly 700 of them died in the course of a couple of weeks.



Camp Lee continued to function as an out-processing center in 1919-20 following the First World War. In 1921 the camp was formally closed and its buildings were torn down, all save one – the so-called “White House.” During the war, this two-story frame structure served as 80th Division Headquarters and as temporary residence for its Commander,

Major General Adelbert Cronkhite. Years later it became known as the “Davis House” in honor of the family that lived there in the 1930s and 40s.

Except for the Davis House (which is still in use today) and a handful of overgrown training trenches, there are no other visible signs of all the training and other activities that took place here during World War I. During the interwar years the property reverted to the Commonwealth of Virginia and was used mainly as a game preserve. The only evidence of persons in uniform was the Civilian Conservation Corps camp that opened at nearby Petersburg National Battlefield in the 1930s era Great Depression.

THE SECOND CAMP LEE

With storm clouds again rising in Europe, Congress approved the call-up of nearly 300,000 Guardsmen and Reservists in late August 1940. In September Congress passed a Selective Service Act that allowed the drafting of up to 900,000 more men for a year. And in October the War Department issued orders for the rebuilding of Camp Lee, on the same site as before. Overnight the area became a beehive of activity as thousands of civilian laborers swarmed into the Petersburg-Hopewell area and began building at a furious pace.

Even before the first barracks were constructed, raw recruits for the Quartermaster Replacement Training Center moved into tents in the heart of Camp Lee to begin training. In October 1941 (two months before Pearl Harbor) the Quartermaster School moved from Philadelphia to Camp Lee to begin training officers and noncommissioned officers in the art of military supply and service.

Over the course of the war Camp Lee's population continued to mushroom until it became in effect the third largest "city" in Virginia, after Norfolk and Richmond. More than 50,000 officers attended Quartermaster Officer Candidate School. Over 300,000 Quartermaster Soldiers trained here during the war. There was a Regional Hospital with scores of pavilions and literally *miles* of interlocking corridors capable of housing over 2,000 patients at a time. Here too was located the Army Services Forces Training Center, the Quartermaster (Research & Development) Board, a large contingent of Women's Army Corps Soldiers, and for a while a prisoner of war camp and the Medical Replacement Training Center. Camp Lee enjoyed a reputation as one of the most effective and best-run military installations in the country.

Following V-J Day in 1945 troop strength rapidly decreased, but Camp Lee continued to serve as the major Quartermaster field installation and as an out-processing center for those leaving the military.

THE POST WORLD WAR II ERA

Unlike at the end of World War I, there was no immediate decision to dismantle the second Camp Lee. The Quartermaster School continued operation, and in 1947 the Adjutant General's School moved here as well (where it remained until 1951). The Women's Army Corps likewise established its premier Training Center here from 1948 to 1954. Also, in 1948, the first permanent brick and mortar structure – the Post Theater – was constructed.

On April 15, 1950 the War Department reached the critical decision to keep Camp Lee as a permanent facility, while renaming it Fort Lee. At nearly the same time the Quartermaster School picked up from the Infantry School at Fort Benning the "supply by sky" mission, and began training airborne riggers here at Fort Lee. Then in June 1950, war again broke out ... in Korea. Once again the installation quickly sprang to life as tens of thousands of Soldiers arrived between 1950 and 1953, to receive logistics training for what would later be called the "Forgotten War."

The 1950s and 60s witnessed almost nonstop modernization efforts as one by one Fort Lee's temporary wooden barracks, training facilities and housing units began giving way to permanent brick and cinderblock structures. New multi-storied brick barracks were built in the mid-50s, along with whole communities of Capehart housing for permanent party. The new three-story Quartermaster School Classroom Building, Mifflin Hall, was dedicated in May 1961. Kenner Army Hospital opened in 1962, replacing the remnants of the old WWII era facility; and the privately-funded, new brick Quartermaster Museum opened its doors in 1963. Some years have seen far more change than others, but the overall process of modernization has continued ever since.

The rapid logistics buildup in Vietnam after 1965 signaled an urgent need for many more Quartermaster Soldiers. Fort Lee responded by going into overdrive. For a time the School

maintained three shifts, and round-the-clock training. A Quartermaster Officer Candidate School opened in 1966, for the first time since World War II. A mock Vietnamese “village” was created on post to familiarize trainees with guerrilla tactics and the conditions they could expect fighting in the jungles of Southeast Asia. Part of the sixties-era Quartermaster training program also saw the first widespread local use of automated

FORT LEE AT THE TURN OF THE CENTURY

As Vietnam – “America’s longest war” – wound down in the early- to mid-1970s, the Army went through a period of reorganization, also introduced new doctrine, weapons and equipment, and unveiled new training and leader development techniques. In 1973, the Continental Army Command (CONARC) headquarters at Fort Monroe was replaced by the U.S. Army Training and Doctrine Command (TRADOC). Here at Fort Lee the U.S. Army Logistics Center was created to serve as an “integrating center” for the Quartermaster, Transportation, Ordnance, and Missile and Munitions centers and schools – the traditional combat service support branches. There was a post reorganization and realignment in 1990. The Logistics Center, which heretofore had been a tenant activity, was redesignated the U.S. Army Combined Arms Support Command (CASCOM), and the CASCOM Commander became the Installation Commander as well.

Since World War II, the Fort Lee installation has hosted a growing number of tenant activities, such as: the Army Logistics Management Center (ALMC), Readiness Group Lee, Materiel Systems Analysis Activity, Gerow U.S. Army Reserve Center, Defense Commissary Agency (DECA), USAR 80th Division, and several other Department of Army and Department of Defense activities. During the 1990s the Enlisted Supply and Subsistence and Food Service departments moved into modern training facilities. New petroleum and water field training cites were constructed. A whole new three-story wing was added to ALMC. Also the Quartermaster NCO Academy and barracks complex was completed, as well new on-post child care and physical fitness centers. Throughout this period the Quartermaster School routinely graduated 20-25,000 students annually, and ALMC another 10-12,000.

Two other QM School academic departments – Petroleum and Water, and Aerial Delivery and Field Services – each received all new, state-of-the-art headquarters and training facilities after 2000. In May 2001, the Army Women’s Museum also opened at Fort Lee, with more than 13,000 feet of gallery space and thousands of artifacts used to tell the long, proud history of women in the Army.

Two historical forces in particular left their mark on the shape and direction of Fort Lee at the dawn of the 21st Century: first, the Army’s increased involvement in contingency type operations at home and abroad; and second, events surrounding the aftermath of 9/11, the 2001 terrorist attacks on the Pentagon and New York’s World Trade Center. Fort Lee has frequently been the site of tailored logistics training, immediate processing and rapid deployment of specialized logistics units and personnel – for operations such Just Cause, Desert Storm, Restore

Hope, and many others. That process continues to the present with operations Iraqi Freedom and Enduring Freedom.

Also, in the wake of 9/11, Fort Lee, like all other military installations across the country, has had to institute new policies and procedures to help protect against any future terrorist attacks. A new fence was erected to completely enclose the fort. The main gates can no longer go unmanned. Protective barriers have been placed around key buildings. And now all newly constructed facilities must abide by DOD and Homeland Security rules and regulations aimed at averting another 9/11 type disaster.

CASCOM History

The U.S. Army Combined Arms Support Command (CASCOM) at Fort Lee, Virginia, organized in 1990, had its origins in a 1950 Project VISTA study, which among other recommendations, proposed that the Army set up a separate and independent command to formulate and test new concepts. With the establishment of the Combat Developments Group (CDG) within the Headquarters of the Office of the Chief of Army Field Forces in 1952, the Army began to evaluate the effects of scientific developments on Army doctrine, and also began evaluating development requirements for new weapons. Ten years later, in 1962, the Army activated the Combat Developments Command (CDC) at Fort Belvoir, Virginia, with responsibilities for integrating the Army's research and development functions. In separate actions, the Army eliminated the technical service branch chiefs (though not the branches themselves) and functionalized them. In so doing, the Army for the first time integrated the development of tactics, doctrine and organization with the materiel designed to support them. Two subordinate elements were also created within the CDC, the Combat Service Support Group (CSSG) at Fort Lee, Virginia, and the Combined Arms Group at Fort Leavenworth, Kansas.

Separate branch agencies, operating as tenants at bases where their respective schools were located, had responsibility for combat developments and doctrine. These included Quartermaster, Ordnance, Transportation, Adjutant General, Chaplain, Civil Affairs, Medical Service, and Military Police. Each branch school also maintained separate departments of combat developments and doctrinal expertise. The Judge Advocate General and Finance Schools were added in 1964, while Civil Affairs was transferred to the Combat Arms Group.

In a 1966 reorganization, CSSG assumed responsibility for developing all support elements for the Army in the field. Five CSSG directorates were combined into three: Personnel and Administration; Program and Budget; and Doctrine, Organization, Materiel and Evaluation. The Finance and Adjutant General agencies were collocated with their respective schools and combined to form the Personnel and Administrative Services Agency, while the Quartermaster and Ordnance Agencies were re-designated the Supply and Maintenance Agencies, respectively. In 1969, the MP Agency was transferred to the Combat Support Group. CSSG became the Personnel and Logistics System Group (PALSG) in 1971, with few essential changes.

With the creation of the Training and Doctrine Command (TRADOC) -- a new major Army command-- in March, 1973, the CDC and its two subordinate groups were disestablished, with much of its former mission being decentralized to the branch schools. Three lower level, major subordinate integrating centers were created within TRADOC: the Logistics Center (LOGC), which replaced PALSOG at Fort Lee; the Combined Arms Center at Fort Leavenworth, and the Administrative Center at Fort Benjamin Harrison, Indiana. This reorganization also brought to an end the bureaucratic separation which had formerly existed between those responsible for combat developments and doctrine (within the agencies at each school) and the centers of combat developments and doctrinal expertise (within the branch schools). All such functions were now merged within the schools. Materiel development became a joint effort, with TRADOC as primary combat developer and the Army Materiel Command (AMC) as primary materiel developer.

With the creation of the Logistics Center, responsibility for developing, testing, integrating and disseminating logistics concepts, doctrine and systems, the design of management systems, the control of management characteristics as they affected logistical support, the organization of logistics units, the career development of logistics personnel, and the conduct of exercises and command post exercises were all assumed by one organization within the Army. Training exercises, such as the Logistics Exercise (LOGEX) would continue to be a major activity at the Logistics Center over the next two decades. TRADOC instructed the Logistics Center to establish a mission capability in the area of force restructuring, the importance of which has continued down to the present time.

In the early and mid-1980s, the technical service chiefs were "brought back" in the interests of improved branch direction and esprit when the technical services branches became part of the Army's new regimental system. Beginning in the mid-1980s, the position of Combat Service Support (CSS) was enhanced within TRADOC. CASCOM began this process by forming Forward Support Battalions which ended the ad hoc practice of assigning forward area support coordinators (FASCOS) to brigade combat teams. The success of this initiative led to the subsequent redesign of logistics support at the division and echelons above division level. The personal computer revolution led to dramatic changes in logistics communications and automation. In time, computer technology was applied to all logistics processes.

In 1990, the integration center structure was terminated with the creation of two new subordinate “umbrella” commands within TRADOC. The Logistics Center at Fort Lee and the Soldier Support Center at Fort Benjamin Harrison merged to form the new Combined Arms Support Command (CASCOM) at Fort Lee. The Combined Arms Command (CAC) at Fort Leavenworth replaced the Combined Arms Center. The training functions of the Soldier Support Center and School subsequently moved to Fort Jackson, South Carolina, following closure of Fort Benjamin Harrison as a result of the 1990 Base Relocation and Closure (BRAC) process. Following Operation Desert Storm/Desert Shield in 1991, relations between CASCOM and the Army Materiel Command (AMC) became increasingly important as the Army strove to improve supply chain performance. Some CASCOM commanders went on to become commanders at AMC. In the early 1990s, multi-functional training for CSS officers was advanced by creation of the Combined Logistics Officers Advanced Course (CLOAC) at the Army's Logistics Management College (ALMC) at Fort Lee, which included three branch company command multifunctional leadership and staff preparation.

In the fall of 1994, CASCOM was reorganized. The combat developments, doctrinal concepts, proponentcy, evaluation and standardization, and training developments functions at each branch school under CASCOM were for the most part centralized at Fort Lee. CASCOM headquarters was realigned, with three deputy commanding generals at CASCOM placed in charge of Combat Developments, Training Development, and Automation. The school brigades at CASCOM schools retained their command, control and teaching elements, focusing as before on branch-specific instruction. Some elements of the officer advanced course instruction were transferred from the CSS branch schools to ALMC at Fort Lee. By 2004, CASCOM's horizons had been expanded to include Joint, Interagency and Multifunctional (JIM) concepts. The scope of the Functional Area (FA) 90 (multifunctional logistician) programs was expanded and strengthened.

Progress continues to take place within CASCOM and at Fort Lee. The challenges presented by the Army's recent transformation initiative has greatly facilitated CASCOM's ability to meet its mission objectives, which consist of developing logistics leaders, doctrine, organizations, training and material solutions, and sustaining a campaign quality Army with joint and expeditionary capabilities in war and peace. Federal budget and personnel constraints have periodically affected CASCOM, which nevertheless is continuing to serve TRADOC's and the Army's logistical requirements despite increasingly scarce resources. One result is that many of what were formerly branch-specific functions and directorates within CASCOM have in recent

years been reorganized into Logistics-wide directorates. These changes have greatly improved CASCOM's ability to more effectively meet the challenges imposed by the continuing Global War on Terror (GWOT). The recent establishment of a Logistics Officer Corps means that the Army will be better able to deploy officers who are multi functionally trained for key positions of responsibility at home and abroad.

The Women's Army Corps Museum at Fort McClellan, Alabama, which closed owing to a 1998 Base Relocation and Closure (BRAC) process, reopened as the Women's Army Museum in much expanded quarters at Fort Lee in May, 2001. The director of this new facility is the Army's first female branch museum curator. It joins the Army Quartermaster Museum, which has been operating here at Fort Lee since 1954.

CASCOM, traditionally branch-focused and functionally oriented, began undergoing a transformation in 2005 to meet new logistical requirements. CASCOM became more multifunctional and flexible, able to develop more immediate solutions synchronized with greater effectiveness across the logistics spectrum. Logistics branch functions for training, materiel, force design and doctrine have been consolidated under two integrating elements, training and futures. The BRAC process approved by Congress in 2005 will result in enormous structural and organizational changes at Fort Lee over the next six to eight years. The Army Logistics Management College at Fort Lee has been making important adjustments and improvements in its curriculum, which will result in producing officer graduates who are better equipped to meet the Army's changing requirements. New ALMC facilities, to include a new and expanded library, will soon be built. ALMC will be physically transformed in the much expanded form of a larger and more comprehensive Army Logistics Management University (LOG U) , which will be better equipped to meet the continually growing education and training requirements of the Army's logistics community.

CASCOM Vision & Mission

Vision:

The Army's sustainment think-tank and premier learning institution, delivering game-changing professionals and solutions.

Mission:

CASCOM trains, educates and grows adaptive sustainment professionals; develops and integrates innovative Army and Joint sustainment capabilities, concepts and doctrine to enable Unified Land Operations.

Core Competencies:

CASCOM has an extremely broad and diverse mission and vision. As a result, the Command's set of core competencies are equally complex.

These three core competencies are to:

- Execute IMT for sustainment of Soldiers and civilians
- Prepare the Army to sustain FSO in a JIIM environment
- Design, develop, and integrate sustainment capabilities into warfighting requirements, foster innovation, and lead change for the future force

Core Functions:

- Manage, recruit, access, and distribute DA civilian logistics interns for career programs (CPs) 13/17/24, and other sustainment CPs as appropriate
- Develop and conduct sustainment related IMT that includes Inter-service Training Review Organizations (ITROs) and initial training for civilian interns in sustainment CPs.
- Develop sustainment doctrine and conduct sustainment leader development, military and civilian functional training, training development, and training support functions.
- Execute concept development, requirements determination, and capabilities integration.

Key Enablers – Knowledge Management and Lessons Learned

Knowledge Management (KM):

Transfer sustainment operational knowledge throughout the force to maintain currency and convey the wisdom of the Army's collective expertise.

Lessons learned/quality assurance:

Deliberately and systematically collect, analyze, and archive sustainment field data for dissemination and integration in training and products for all TRADOC schools; and integration across the DOTMLPF domains to sustain, enhance, and increase the Army's preparedness to conduct current and future operations.

Lead Responsibilities:

CASCOM and SCoE is the TRADOC lead for the sustainment dimension of many core functions. Examples include functional training, leader development and education, training support, doctrine, concepts, experimentation, requirements determination, and capability integration.

Other Functions:

CASCOM has major responsibilities to assist TRADOC in accomplishing its larger mission. CASCOM also serves as a key enabler to the TRADOC Futures Center and performs major oversight and command responsibilities with respect to CASCOM subordinate commands.

Assistance with TRADOC core functions:

- Initial military training (IMT)
- Leader development
- Lessons learned (L2)
- Doctrine
- Training development
- Training support
- Functional training
- Concept development
- Requirements determination

- Capabilities integration

CASCOM and SCoE as a key TRADOC enabler:

- KM. Provides KM for the sustainment warfighting function.
- L2. Deliberately and systematically collect, analyze, and archive sustainment field data for dissemination and integration in training and products for all TRADOC schools.
- Develops, integrates, validates, and maintains capabilities innovation in the sustainment areas.

Other major subordinate command (MSC) responsibilities:

- MC.
- The Army modular force
- Network integration
- International engagement
- Conducts research, publishes, and maintains museum exhibits and other presentations to influence thought with regard to the role of sustainment in military operations both past and future.

PART ONE

The Ft. Lee Pact

1. Purpose:

To prescribe the standards expected of all service members who are: (1) assigned to, attached to, or under the operational control of CASCOT or Fort Lee units- including major subordinate commands (2) mobilized and demobilizing at Fort Lee. Such service members are expected to comply with the standards outlined in this handbook, and conduct themselves in a manner that reflects favorably upon themselves, their unit, CASCOT and Fort Lee, and the United States Armed Forces at all times.

2. Commander Responsibilities:

- A.** This command has the responsibility to care for service members and their Families. Commanders shall ensure service members and Families are treated with dignity and respect and have a work schedule as predictable as possible. Commanders at every level shall strive to provide that predictability.
- B.** The chain of command shall conduct a thorough risk assessment and employ/enforce applicable risk reduction measures at all events on and off the installation, as well as events service members may be participating in while off duty. Safety briefings/instructions shall be executed as a part of all activities' and leaders shall vigorously enforce safety standards.
- C.** Leaders shall know their subordinates (and their subordinates' Families) and teach, coach, and mentor subordinates to achieve all standards. Discipline is the process through which knowledge and ability is imparted on, and a sense of accountability and responsiveness is manifested in our Soldiers. Commanders shall foster a command climate conducive to the same.
- D.** All service members will be counseled per service guidelines.
- E.** All Soldiers residing on the installation shall have their barracks space(s) inspected on a daily basis. Those that reside in government quarters and off the installation shall be visited at least semi-annually to promote health, safety, and welfare. Non-barracks inspections must be coordinated in advance with a unit's supporting judge advocate.

3. Service Member Responsibilities:

- A.** Treat others with dignity and respect and do not tolerate or engage in sexual, racial, or other types of discrimination or harassment.
- B.** Be technically and tactically proficient.
- C.** Obey all lawful orders.

- D.** Be present at the prescribed place, on time, in the proper uniform- while looking sharp and prepared to excel.
- E.** Maintain proper appearance in accordance with applicable height and weight standards and Army regulations.
- F.** Maintain a proper level of physical conditioning; conduct physical training in accordance with applicable FM's and unit SOP's, and be able to pass applicable physical fitness tests.
- G.** Maintain weapons qualification on your assigned individual and crew-served weapons. Master the mechanical functioning, firing techniques, and capabilities of your assigned weapons.
- H.** Know and use your chain of command and NCO support channel.
- I.** Maintain and account for all assigned equipment; initial issue, TA 50, RFI, unit property and your assigned living area. The American people have gone to great lengths and expended great sums of money to provide us the best equipment available. We, as service members, have a professional and legal obligation to care for and maintain the same.

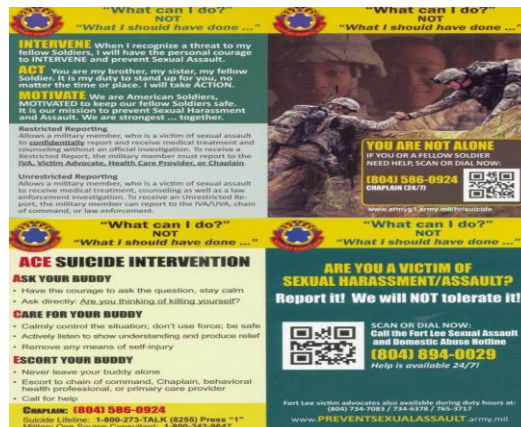
PART TWO

Service Members Readiness

Purpose:

In order to fulfill our individual obligations as part of an expeditionary force, all Service Members are expected to be prepared to deploy with little advance notice. It is your responsibility as a service member, to be technically and tactically proficient in order to accomplish your mission. We are, and continue to be a Nation at war. We train in peacetime as hard as we are expected to fight in wartime. Be a leader (regardless of rank) and take the initiative; that is what sets our military apart from all others. Always do the right thing, and always care for yourself and your fellow Soldiers, Sailors, Airmen and Marines. To meet the demands associated with potential and/or pending deployments, all Service Members must keep the following items current at all times.

1. **ID Card:** Possesses accurate information, serviceable condition, with an active personal identification number (PIN).
2. **Identification Tags:** Worn in accordance with service standards. Service members shall wear their ID tags at all times when in a “present for duty” status (in garrison or in a field environment), while traveling in aircraft and when outside the continental United States. When applicable, a medical condition warning tag shall also be worn on the same chain. When worn, personnel shall wear ID tags around their necks, except when safety considerations apply, (such as during physical training, and vehicle maintenance).
3. **Security identification/access badges:** In restricted and limited access areas, commanders may prescribe the wear of security/access identification badges, in accordance with AR 600-8-14 and other applicable regulations. Personnel shall not wear security/access identification badges outside the area for which they are required. Personnel will not hang other items from the security badge(s). Security badges will be worn from the pocket or similar locations on the front of the uniform.
4. **Suicide Prevention Card:** All permanent party Army Soldiers stationed at Fort Lee are required to have the following card on their possession at all times:



5. **Emergency Data:** Correct/update emergency data records (DD Form 93 and SGLI) as soon as a change occurs. Leaders will review during counseling and SRP processing, and take action immediately to ensure emergency data remains current.
6. **Legal:** Wills and powers of attorney should be kept current and accurate. If changes are needed to a will or power of attorney, contact the legal assistance office immediately.
7. **Family Readiness Group:** (FRGs): AR 608- 1, Appendix J., establishes guidelines for FRGs. Ensure your Family members, whether residing at FORT LEE or not, are aware of your unit's FRG. These groups provide vital information and assistance to Family members. All Soldiers are strongly encouraged to have their Family members participate in the FRG. Encourage all Family members to enroll and participate in the Army Family Team Building (AFTB) program.
8. **Medical:** Soldiers can now complete their portion of the Periodic Health Assessment (PHA) online before their appointment with the medical provider. Complete your portion of the PHA, and then schedule an appointment with your medical provider or MTF to complete the PHA process. Soldiers deploying or redeploying from theater can now complete their portion of the Pre, Post or Post Deployment Health Reassessment online before their scheduled deployment processing at which time a medical provider will complete the assessment with the Soldier. Do not complete online unless instructed to do so by your Chain of Command PDHA and PDHRA can be accessed through your AKO.
9. **Dental:** Soldiers must have annual dental checks to maintain their deployability. Any dental condition likely to cause a dental emergency (Category III or IV) must be treated in a timely fashion to ensure the Soldier is deployable. Leaders are required to ensure their Soldier(s) report to dental sick call within one week of becoming a Category IV patient.
10. **Family Care Plans:** With the frequency and duration of deployments increasing, our units cannot afford to have Soldiers become non-deployable because of ineffective or outdated Family Care Plans. IAW AR 600-20 Soldier's and Commander's must ensure that all paperwork and counseling's are complete. All leaders, at every level, are required to test each Family Care Plan to a common sense test. All leaders will ensure all required Soldiers have their Family Care Plans complete within 30 days of being counseled by the unit commander. Commanders must review Family Care Plans on a regular basis to ensure they remain current and comply with AR 600-20. Marines will follow MCO 1740.13 which mandates completion within 60 days upon arrival into command.
11. **Appointments:** Fort Lee provides a vast array of services: medical, dental, legal, etc. The Fort Lee Community is obligated to not only care for service members and families assigned or attached to the CASCOM/ or installation, but thousands of retirees in our local communities. Leaders must manage the attendance of all appointments affecting their subordinates. All appointments are coordinated through, and tracked by the chain of command. Appointments that legitimately cannot be met will be cancelled no later than 24 hours in advance. Service members need to get written confirmation of a canceled appointment at the time of cancellation. Failure to attend medical, dental, and certain legal appointments could result in UCMJ or administrative action.

PART THREE

Uniform and Appearance Policies

UNCLASSIFIED



J.S. ARMY COMBINED ARMS SUPPORT COMMAND
G-3 TASKINGS
DSN: 589-1881, COMM (804) 765-1881
HQ CASCOM TASKING ORDER

S: UPON RECEIPT
DTG: 02OCT12

SUBJECT: TASKORD 13-003 – Directed Physical Fitness Uniform for Fort Lee

1. Situation. Starting 1 October 2012, in order to maintain seasonal change to the Army Improved Physical Fitness Uniform (IPFU), Air Force Physical Fitness Uniform (IPTU), Marine Physical Training Uniform (PTU) and Navy Physical Training Uniform (PTU) the Installation Command Sergeant Major will set the uniform standard for the installation. Variations to the IPFU will be made during the course of the year. The entire installation will adjust the IPFU, IPTU, and PTU as a whole.

2. Mission. All Soldiers assigned to Fort Lee units will adhere to the Physical Fitness uniform guidance contained herein. This TASKORD is effective upon receipt.

3. Execution.

A. Suspense: UPON RECEIPT

B. Concept of Operations. The standard variations to the IPFU, PFU and PTU will take place on the following dates. In the case of untimely long or short winters, or late summers, the Installation CSM will adjust the schedule:

01–14 Oct:	Long sleeve shirts and shorts
15–31 Oct:	IPFU, IPTU, PTU jacket and shorts
01–14 Nov:	IPFU, IPTU, PTU jacket and long pants
15 Nov– 14 Mar:	IPFU, IPTU, PTU jacket, long pants, PT cap, gloves (Service Specific)
15–31 Mar:	IPFU, IPTU, PTU jacket and long pants
01–14 Apr:	IPFU, IPTU, PTU jacket and shorts
15–30 Apr:	Long sleeve shirts and shorts
01 May–30 Sep:	Short sleeve shirts and shorts

C. Coordinating Instructions.

- (1) Reflector vest/belt will be worn with all PT uniform variants when conducting PT.
- (2) MOS-T personnel are authorized to wear vest/belts from their home station units.
- (3) Organizations' CDRs/CSMs may downgrade uniforms to conform to weather conditions as needed.

4. Sustainment. NA

5. Command and Control.

- A. Lead.** CSM James K. Sims, Installation Interim CSM, james.k.sims.mil@mail.mil
- B. Approval.**

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1. Physical Fitness Uniform:

Only authorized times and locations for the wear of the PT uniform is during physical training and when medical appointments require them.

A. ARMY: Improved Physical Fitness Uniform (IPFU)

- 1) Soldiers may wear all or parts of a serviceable and clean IPFU while off duty or off post. This not only accommodates the increasing number of Soldiers who engage in off-post fitness activities, but also allows Soldiers to demonstrate their pride in being in the Army. Ensure your attire is appropriate for the activity you are engaged in.
- 2) The IPFU is not the daily duty uniform, but may be designated for some events as directed by the Commander. Normally, the daily duty uniform is the ACU.
- 3) Vehicle drivers or passengers will not wear the IPFU when operating military vehicles, except as directed by the Commander.
- 4) The Army authorized black leather gloves with green/brown inserts may be worn based on weather. Glove inserts may be worn without the black leather gloves at the discretion of the unit commander provided there is uniformity in the formation.
- 5) The grey fleece CIF issued knit cap (commonly called the "watch cap") will be worn based on the weather. The CIF issued watch cap will be worn snug on top of the head with no folds. It can either cover the ears or not cover them, as long as uniformity is maintained throughout PT formations.
- 6) The reflector belt **MUST** be worn with the IPFU when conducting physical training.
- 7) The only insignia authorized for wear on the PFU or IPFU is the physical fitness badge. When the physical fitness badge is worn, it is sewn on the upper left front side of the PFU and IPFU T-shirt, and the PFU sweatshirt. On the IPFU running jacket, the insignia is sewn centered 1/2 inch above the word "Army." See AR 600-8-22 for criteria for wear of the physical fitness badge
- 8) Soldiers are authorized to wear commercially purchased gray or black spandex shorts under the PFU or IPFU shorts. The length of the shorts must end above the knee or higher. The commercial shorts must be plain, with no logos, patterns, or obtrusive markings. Soldiers are not required to buy the spandex shorts.
- 9) For motivational purposes, unit T-shirts that are voluntarily purchased are authorized for wear when conducting physical fitness training at battalion and separate company level or higher. However, unit sweatshirts are not authorized for wear when conducting physical fitness training.
- 10) No scarves, rags, or headbands will be worn on the head while conducting physical fitness training. Soldiers will not wear radios, MP3/CD players, or headphones while working out or running in the IPFU unless on approved running tracks and gymnasiums.

B. MARINES: Physical Training Uniform

- 1) The Physical training uniform or PT uniform consists of one of the following pairs:
- 2) Green nylon shorts and cotton t-shirt (shirts with unit logos can be authorized) Green sweatpants and sweatshirt with the Marine Corps emblem printed in black on the left chest and thigh. Except for the conduct of Physical training, USMC physical fitness gear is not authorized for wear during leave and liberty (to include the green undershirt and shorts), with the following two exceptions:
 - a) The USMC sweatshirt may be worn during leave and liberty as an outer garment or as a layering garment (e.g. under a jacket).
 - b) The USMC running suit jacket may be worn during leave and liberty as an outer garment. When worn on leave and liberty, the running suit jacket should be zipped at least halfway to the top of the zipper.
- 3) The USMC running suit can be worn in any combination with the green PT shorts and green undershirt, however, the running suit is not authorized for wear in any form with the USMC sweat suit.
- 4) Marines can wear a watch cap and gloves in cold weather, or a hydration pack to prevent dehydration. The Unit Commander will designate the Summer/Winter wear.

C. NAVY: Physical Training Uniform

- 1) The PTU is authorized only during command or individual PT sessions.
- 2) During command exercise, the PTU shirt must be tucked into the shorts; during individual PT, shirts may be worn in or out of shorts. Shorts must be worn directly at the waist. The length of the shorts may not extend below the top of the knee. Athletic socks (white or black) must be worn and shall not extend above mid-calf. Low cut socks are permitted. Pregnant sailors will wear the shirt out and will discontinue wearing the PTU when it becomes too tight.
- 3) Female sailors will wear a sport or dress brassiere when wearing the PTU.
- 4) Cold weather accessories may be worn outdoors only.
- 5) **Knit watch cap:** If worn, will be plain, solid black
- 6) **Gloves:** If worn, will be solid black.
- 7) The PTU cannot be worn while in a duty status or when conducting official business on base such as visiting medical treatment (unless physical therapy), galleys or Personnel Support Detachments.

D. AIR FORCE: Physical Training Uniform

- 1) PTU/IPTU jacket. The jacket will be zipped at least halfway between the waistband and collar. Sleeves will end within 1-inch of the wrist.
- 2) Short-sleeved PTU/IPTU shirt. The short-sleeve shirt will be tucked into shorts or running pants at all times. Do not remove or cut sleeves. Short and long-sleeved white or light gray form fitting undershirts, (i.e. spandex, lycra or elastic material) may be worn and visible under the short-sleeved PTU/IPTU shirt. Undershirt must be tucked in.
- 3) Optional long-sleeved IPTU shirt. The long-sleeve shirt will be tucked into the PTU/IPTU shorts or running pants at all times. Do not push up, remove, or cut sleeves.
- 4) Optional IPTU sweatshirt. The sweatshirt will extend no lower than six inches below the natural waist line. Do not push up, remove, or cut sleeves.
- 5) PTU/IPTU running pants. The waistband will rest at or within two inches of the natural waistline. Both pant legs will extend below the ankles and will be zipped to within one inch of the bottom.
- 6) PTU/IPTU shorts (with reflective material) and optional IPTU running shorts (without reflective material).
- 7) The PTU/IPTU shorts waistband will rest at or within two inches of the natural waistline. The lining in the PTU/IPTU shorts may be removed. Short, mid and full length solid black or dark blue form fitting sportswear (i.e. spandex, lycra or elastic) may be worn and visible under both the PTU/IPTU and optional IPTU running shorts.
- 8) Socks are mandatory! Socks will be white and may have small trademark logos.
- 9) Athletic style shoes are mandatory. Shoes will be conservative (plain, no bright/loud colors or excessive ornamentation).
- 10) Installation commanders may authorize wear of an optional solid black or dark blue baseball/sport cap with the Air Force symbol or U.S. Air Force printed/embroidered on the front during organized PT; also authorized during individual PT. If authorized, caps are to be worn outdoors only.
- 11) Commanders may authorize wear of an embroidered —Excellence for/in PT— solid black or dark blue baseball/sports cap. If worn, the baseball/sport cap will have the words — “Excellence for PT”, or “Excellence in PT”, or a combination of the two, in small embroidered letters no more than ½ inches in height. Patches, large logos and multi-patterned caps are not authorized. Additional unit or organizational issued hats are not authorized with the PTU/IPTU. Headgear may be worn during individual PT, but not indoors.
- 12) Bandanas and other similar head-scarves/headgear are not authorized unless due to medical waiver condition.

- 13) Reflective belts, reflective armbands, etc. are required during periods of low light conditions when wearing the optional running shorts (without reflective material) as part of the PTU/IPTU. Reflective belts, armbands, etc are optional when wearing combinations of the standard issue PTU/IPTU items that contain reflective material on the top and bottom garments.
- 14) Appropriate undergarments are required to be worn with all PTU/IPTU combinations.
- 15) Cold weather accessories may be worn outdoors only.
- 16) Knit watch cap. If worn, will be plain, solid black, dark blue, or sage green without logos (bandanas and other similar head-scarves/headgear are not authorized unless due to medical waiver conditions).
- 17) Gloves will be black or dark blue leather, knitted, tricot or suede; or a combination of leather, knitted, tricot, and suede and without logos.
- 18) The scarf will be black or dark blue, all wool or cotton simplex; with or without napped surface, and less than 10 inches in width.
- 19) Earmuffs will be solid, black or dark blue, made of any material and may wrap around either the top or rear of the head.
- 20) Green or black fleece is not authorized to be worn with the PTU/IPTU.
- 21) Do not mix/match the PTU/IPTU running suit jacket with running suit pants. All other combinations authorized.
- 22) PTU/IPTU items are authorized for wear with conservative civilian/personal attire during individual/personal PT or while off-duty (e.g. PT shirt with personal shorts/pants, PT jacket with personal shirt/pants/shorts, etc.). No civilian/personal items with offensive wording, graphics or photos are to be worn with the PTU/IPTU items at any time.
- 23) Headphones and earphones (iPods, etc.) are authorized while in a fitness center or on designated running areas unless prohibited by the installation commander.
- 24) All personal grooming standards apply while participating in physical fitness activities (refer to **chapter 3**), with one exception: long female hair will be secured but may have loose ends and may extend below the collar (i.e., ponytails).

2. DUTY UNIFORM

A. ARMY:

- 1) Wear of the Army uniform is outlined in AR 670-1. This paragraph provides a summary of the basic uniform requirements set forth in the regulation. Possession of uniforms is mandatory by Army regulations.

- 2) The Army Combat Uniform (ACU) will serve as the Garrison, Field, and Deployment uniform for Soldiers assigned or attached to Ft. Lee.
- a) The ACU is a —wash and wear; **no iron – no starch uniform**. Soldiers will not iron or starch the ACU.
 - b) Combat and Special Skill Badges will be pinned on when worn. Modified Hook and Loop, Combat and Special Skill Badges will not be worn on the left breast pocket or above the US Army name tape. Soldiers have the option to wear special skills badges. When in a combat zone, wearing pin-on combat and special skill badges is not authorized.
 - i. A total of five combat and special skill badges are authorized for wear at one time; this total does not include special skill tabs. Personnel may wear only one badge each from groups 1, 2, and 3, as listed in paragraph a, above. Personnel also may wear three badges from group 4, and two badges from group 5, but the total number of badges cannot exceed five. Combat badges have precedence over special skill badges within the same group. For example, if an individual is authorized to wear the Combat Infantry badge and the Expert Infantry badge, the Combat Infantry badge is worn. There is no precedence for special skill badges within the same group. For example, personnel who are authorized to wear the Parachutist and Air Assault badges may determine the order of wear. The above policies apply to the wear of both non-subdued and subdued badges.
 - ii. Subdued pin-on and embroidered sew-on combat and special skill badges. Personnel may wear no more than five subdued combat and special skill badges on the temperate, hot weather, enhanced hot weather, maternity, aviation, and desert BDU shirts. Badges are worn one above the other, centered above the U.S. Army tape, in order of group precedence. When five badges are worn, three are centered 1/4 inch above the U.S. Army tape in a vertical line with 1/2 inch between badges, and two are worn on the pocket flap, 1/8 inch below the top of the pocket, with at least 1 inch between badges. When four badges are worn, three are centered 1/4 inch above the U.S.
 - iii. Army tape in a vertical line with 1/2 inch between badges, and one is worn on the pocket flap, 1/8 inch below the top of the pocket, with at least 1 inch between badges. When three badges are worn, two badges are centered 1/4 inch above the U.S. Army tape in a vertical line with 1/2 inch between badges, and one is worn centered on the pocket flap, 1/8 inch below the top of the pocket. When two badges are worn, both are centered 1/4 inch above the U.S. Army tape in a vertical line with 1/2 inch between badges. If only one badge is worn, it is centered 1/4 inch above the U.S. Army tape.

- c) All Soldiers on Fort Lee will wear the approved ACU Combat Boot, or a commercial tan combat boot option that meets Army specification. Soldiers may wear commercial boots of a design similar to that of the army combat boot (tan), 8 to 10 inches in height as authorized by the commander. The boots must be made of tan rough side out cattle hide leather and have a tan, rubber outsole. Soldiers may wear optional boots in lieu of the standard issue army combat boots (tan) - hot weather and temperate weather; however, they do not replace issue boots as a mandatory possession item. Boots with zippers or sneaker-type construction are not authorized to be worn with the ACU. Optional boots are not authorized for wear when the commander issues and prescribes standard organizational footwear for safety or environmental reasons (such as insulated boots or safety shoes).
- d) Sleeves will be worn down at all times. The sleeve cuffs on the ACU coat are not authorized to be rolled inside the ACU coat.
- e) The foliage green T-shirt is a standard 100 percent cotton shirt authorized for wear by those Soldiers in jobs that have an associated flame risk or hazard. The foliage green T-shirt is required to support those individuals in MOS fields that cannot wear the light tan moisture-wicking T-shirt, to include fuel handlers and others who handle hazardous materials. This immediately allows leaders at all levels the ability to visually ensure their Soldiers are wearing the correct garment during required times. This wear policy will not prevent Soldiers from wearing the sand colored moisture wicking T-shirt with the army combat uniform (ACU), but it will allow those Soldiers who have an associated flame risk in their job to have alternative wear when appropriate.
- f) The ACU is designed to be a loose fitting uniform and may not be altered or tailored. Trousers will be bloused, using the draw cords or blousing rubbers if trousers are not tucked into the boots. Trousers legs will not be wrapped around the leg presenting a pegged appearance. When blousing outside the boots, the blouse will not exceed the third eyelet from the top of the boot. Pockets will be fastened and secured at all times.
- g) In garrison and non-tactical training, the full color U.S. Flag Replica will be affixed to the right shoulder above any other shoulder Sleeve Insignias. During tactical training and combat operations, the Brigade commander will designate the appropriate flag: replica-full color or subdued IR. Subdued cloth U.S. Flag Replicas are not authorized for wear.
- h) The ACU coat is not authorized for removal during hot weather, work details, or office work. The ACU shirt protects Soldiers from the sun and is designed to provide adequate cooling.
- i) During field or tactical training, the Army Combat Shirt (ACS) may be worn in lieu of the ACU jacket. The ACS will not be worn outside the unit area, ranges and training areas.

- 3) Uniform for Soldiers who wear the flight suit: The Army Aviation Combat Uniform (A2CU) is worn on duty when flying, on standby awaiting flight, or as directed by the commander. A2CUs are not authorized for everyday wear in garrison or office environments. The 100% cotton foliage green and tan T-shirts are the only authorized T-shirts for wear with the A2CU. Long-sleeved white thermal shirts are authorized to be worn under a tan shirt. Sleeves will not be pushed or rolled part way. The following boots are the only authorized footwear for the A2CU: Army combat boot, hot weather-flame resistant, (Bellville 340DES), Army Combat Boot, Tan (ACB-Tan), Tan Intermediate Cold Weather Boot with Removable Liner, (ICWB w/RL). Personnel wearing the A2CU outside of the flight line will blouse the trousers. When bloused, the trousers should not extend below the third eyelet from the top of the boot. Unit logo patches are not authorized to be sewn or velcro'd on the uniform. The flame resistant Army Combat Shirt (ACS) is authorized for aircrew members. It is only to be worn when engaged in flight duties with the A2CU trousers and under the Air Warrior/IBA ensemble.
- 4) Flight jackets may be worn any time a Gortex jacket normally would be worn, except with the ACUs. However, major unit or separate battalion commanders may require the Gortex jacket to be worn in formation. All aviators in operational flying status and all enlisted crewmembers on flight status may wear the flight jacket.
- 5) Identification (ID) tags will always be worn around the neck when in duty uniform and PT uniforms.
- 6) Security Identification badges. In restricted areas, commanders may prescribe the wear of security ID badges IAW AR 600-8-14. Personnel will not wear security ID badges outside the Bldg. for which they are required. Personnel will not hang other items from the security badge.
- 7) Duty uniform includes the ACU, maternity work uniform, flight clothing (NOMEX), cook whites, and hospital whites. While off post in any type of establishment, the duty uniform, if worn, will be complete, neat, and present a sharp Soldierly appearance.
- 8) Headgear.
 - a) The Patrol Cap. The Patrol Cap is the authorized headgear for wear with the normal duty uniform for all Soldiers assigned/attached to Fort Lee unless you are authorized to wear the green, tan, or maroon beret. Personnel will wear the patrol cap straight on the head so that the cap band creates a straight line around the head, parallel to the ground. The patrol cap will fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. The cap is worn so that no hair is visible on the forehead beneath the cap. Commissioned and warrant officers will wear subdued grade insignia on the patrol cap in garrison

environments; chaplains wear non-subdued branch insignia. —Cat-Eyes will not be placed on the ACU Patrol Cap.

- b)** The Beret. The beret will be worn for special events such as parades or changes of command or authority. The beret will be worn with the edge binding one inch above the eyebrows and straight across the forehead. The excess material will be pulled down between the top and middle of right ear.
 - c)** The ACU Sun (Boonie) Hat is a deployment headgear and will only be worn while deployed.
 - d)** The watch cap, the foliage green micro-fleece cap, the neck gaiter, or the balaclava may be worn under the helmet when conducting tactical training as directed by the unit commander. During extreme cold weather, Soldiers exposed to those conditions for an extended period may wear the foliage green micro-fleece cap as an outer headgear at the Unit leader's discretion. This pertains mostly to Soldiers working on flight lines, in motor pools, and on work detail. The watch cap will not be worn for going to the PX or to conduct business off post
- 9)** The tan belt with the black open-faced buckle is the only authorized belt worn with ACU and other field uniforms.
- 10)** The normal duty uniform for food service Soldiers performing duty within a garrison facility, in accordance with AR 670-1, are required to wear unit crests on uniforms.
- 11)** Hydration Systems: The camelback may be worn with the physical fitness and duty uniforms when authorized by the Commander. The Hydration System (i.e. Camelback) will be worn as prescribed in AR 670-1, para 3-6g. That is, it will be worn over both shoulders and will not let the drinking tube hang from their mouths when the system is not in use.
- 12)** Soldiers are authorized to wear the ACU during commercial travel both CONUS and OCONUS. Soldiers will not wear the ACU in off-post establishments that primarily sell alcohol. If the off-post establishment sells alcohol and food, Soldier may not wear the ACU if the activities in the establishment center on drinking alcohol.
- 13)** Gortex/ECWCS jacket and trousers are the standard outer garments worn with the duty uniform. Black leather or black/green NOMEX gloves may be worn with the Gortex/ECWCS at the Commanders discretion. Soldiers will wear pin-on insignia of rank or a cloth loop insignia of rank, over the front tab of the jacket. The cloth rank must be sewn closed. Hook and loop fastened cloth rank is not authorized. If authorized to wear the Leaders Insignia Tabs on the parka, the rank will be pinned or sewn on the tab. The Gortex jacket is required to have the name sewn on the small pocket flap of the left shoulder sleeve. Nametapes will be 3½ inches long and ½ inch wide, with ¼ inch block lettering.

14) The following nonstandard items will continue to be worn as indicated:

- a) Nonstandard identification badges/gear (such as Red cap for Riggers and ID instructor badges) are not authorized for wear off Fort Lee.**
- b) Coveralls are protective clothes and, if prescribed by unit standing operating procedures, will be worn in the work areas only.
- c) Sunglasses or tinted lenses will not be worn in formation or indoors unless prescribed for indoor wear. A formation, for the purpose of this publication, is an arrangement of personnel in a prescribed manner. Wearing sunglasses that are faddish or have mirror lenses or frames with names, initials or other adornments is prohibited at any time while in uniform.
- d) The only exceptions to this prohibition are issued sunglasses and protective eye wear that have the manufacturers name/initials on them and are stamped Z87 rated (such as Oakley, Wiley-X, and ESS). Personnel will not wear lenses or frames that are so large or so small that they distract from the appearance of the uniform. Personnel will not attach chains, bands, or ribbons to sunglasses or eyeglasses, unless authorized for wear when required for safety purposes while in garrison. Conservative prescription and nonprescription sunglasses are authorized for wear when in a garrison environment, except when in formation and while indoors, unless on profile due to eye surgery.
- e) Assault Pack style commercial rucksacks, may be worn over both shoulders while in uniform. Soldiers may carry civilian gym bags, civilian rucksacks, or other similar civilian bags while in uniform. Soldiers may carry these bags by hand, on one shoulder using a shoulder strap, or over both shoulders using both shoulder straps. If a Soldier opts to carry a bag over one shoulder, the bag must be carried on the same side of the body as the shoulder strap; therefore, Soldiers may not carry a bag slung across the body with the strap over the opposite shoulder. All commercial non-issued items worn over the shoulders must be black, ACU pattern, or foliage green. Authorized Logos include: Army agency/organization seals, insignias, crests, etc.

15) When in uniform, Soldiers are not authorized to walk around with a cigarette, cigar, or tobacco pipe in their mouth. Smoking in uniform is authorized in designated smoking areas.



The moisture wicking tan t-shirt or cotton t-shirt is worn underneath the coat and is tucked inside the trousers at all times.

Army chaplaincy religious denomination pin on insignia is the only branch insignia authorized on the ACU. It is worn 1/8 inch above and centered on the nametape.

The U.S. flag insignia is worn on the right shoulder pocket flap of the ACU coat.

The former wartime service shoulder sleeve insignia is centered on the hook and loop-faced pad on the right sleeve of the ACU coat.

Name and U.S. Army tapes are 5 inches long and are worn immediately above and parallel with the top of the slanted chest pocket flaps. The background can be either olive green or the universal camouflage pattern.

A maximum of two pin-on identification badges may be worn centered on the ACU coat pockets.

The embroidered rank insignia is 2 inches high and 1 3/4 inches wide, and worn centered on the front hook and loop-face pad of the ACU coat for all ranks. The background of the rank insignia can be either olive green or the universal camouflage pattern. The rank insignia background will match the background of the name and U.S. Army tapes.

Army combat boots are made of tan rough side out cattlehide leather with a plain toe and tan rubber outsoles. The boots are laced diagonally with tan laces, with the excess lace tucked into the top of the boot under the bloused trousers, or wrapped around the top of the boot. Metal cleats and side tabs, and sewn-in or laced-in zipper inserts are not authorized.

Skill badges will be worn in order of precedence 1/8 inch above and centered on the U.S. Army tape. Two badges require a 1/4 inch space between them. Up to five badges may be worn with the first four in two rows of two and the fifth on top.

Skill tabs will be placed centered on the shoulder pocket flap on the left shoulder of the ACU coat in order of precedence with a maximum of three worn at one time. There are only four authorized skill tabs (President's Hundred, Special Forces, Ranger, and Sapper).

Tabs that are part of unit organizational patches such as the airborne or mountain tabs, are worn with the shoulder sleeve insignia below the shoulder pocket flap.

Shoulder sleeve insignia is centered on the hook and loop-faced pad on the left sleeve of the ACU coat.

The coat is normally worn outside the trousers, and the trousers are worn with a belt. The coat will not extend below the top of the cargo pocket on the trousers and will not be higher than the bottom of the side pocket on the trousers.

Sleeves will be worn down at all times, and not rolled or cuffed.

The knee pouch for internal kneepad inserts and the bellowed calf storage pocket on the left and right legs will be worn closed at all times.

The trousers will be tucked into the top of the boots or bloused using the draw string at the bottom of the trousers or by using commercial blousing devices. They should not extend below the third eyelet from the top of the boot.

The Army Combat Uniform

B. MARINES:

- 1) Marines will wear the appropriate seasonal uniform of the day as prescribed by the commander when in garrison. During the summer season, those uniforms are the Blue Dress A/B (NCOs and below)/D, Blue-White Dress A/B (SNCOs and Officers), service a/c, and the desert MARPAT Marine Corps Combat Utility Uniform (MCCUU) with sleeves down. During the winter season, those uniforms are the Blue dress A/B/C, Service A/B, and the Woodland MARPAT MCCUU with sleeves down.
- 2) The Marine Corps seasonal uniform change, while in garrison, will occur world-wide in synchronization with the change to, and from, Daylight Saving Time (DST) in the United States.
 - a) **Summer season.** The Marine Corps will transition to the summer season uniform the duty day following the change to DST.
 - b) **Winter season.** The Marine Corps will transition to the winter season uniform the duty day following the change from DST.
 - c) For commands in geographic areas with extreme seasonal conditions/extended seasons (e.g., in Alaska where snow season extends from October through the end of April), waivers to the timing of the seasonal uniform change will be considered on a case-by-case basis.
 - d) The seasonal uniform guidelines above do not apply to deployed units or units in a tactical/field environment, as the Commander will dictate the appropriate uniform based on the tactical/field situation.

C. NAVY:

1) HAIR

- a) **Men.** Will keep hair neat, clean and well groomed. Hair above the ears and around the neck shall be tapered from the lower natural hairline upwards at least 3/4 inch, and outward not greater than 3/4 inch to blend with hairstyle. Hair on the back of the neck must not touch the collar. Hair shall be no longer than four inches and may not touch the ears, collar, extend below eyebrows when headgear is removed, show under front edge of headgear, or interfere with properly wearing military headgear. The bulk of the hair shall not exceed approximately two inches. Bulk is defined as the distance that the mass of hair protrudes from the scalp. Hair coloring must look natural and complement the individual. Faddish styles and outrageous multicolored hair are not authorized. The unique quality and texture of curled, kinked, waved, and straight hair are recognized, and in some cases the 3/4 inch taper at the back of the neck may be difficult to attain. In those cases hair must present a graduated appearance and may combine the taper with a line at the back of the neck. **A single** (cut, clipped or shaved) natural, narrow, fore and aft part in the hair is authorized. Varying hairstyles, including afro, are permitted if these styles meet the criteria of maximum length and bulk, tapered neck and sides, and do not interfere with properly wearing military

headgear. Plaited or braided hair shall not be worn while in uniform or in a duty status. Keep sideburns neatly trimmed and tailored in the same manner as the haircut. Sideburns shall not extend below a point level with the middle of the ear, shall be of even width (not flared) and shall end with a clean shaven horizontal line. "Muttonchops", "ship's captain", or similar grooming modes are not authorized.

- b) **Women.** Hairstyles shall not be outrageously multicolored or faddish, to include shaved portions of the scalp (other than the neckline), or have designs cut or braided into the hair. Hair coloring must look natural and complement the individual. Haircuts and styles shall present a balanced appearance. Lopsided and extremely asymmetrical styles are not authorized. Ponytails, pigtails, widely spaced individual hanging locks, and braids which protrude from the head, are not authorized. Multiple braids are authorized. Braided hairstyles shall be conservative and conform to the guidelines listed herein. When a hairstyle of multiple braids is worn, braids shall be of uniform dimension, small in diameter (approx. 1/4 inch), and tightly interwoven to present a neat, professional, well groomed appearance. Foreign material (i.e., beads, decorative items) shall not be braided into the hair. Short hair may be braided in symmetrical fore and aft rows (corn rowing) which minimize scalp exposure. Corn row ends shall not protrude from the head, and shall be secured only with inconspicuous rubber bands that match the color of the hair. Appropriateness of a hairstyle shall also be judged by its appearance when headgear is worn. All headgear shall fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. Hair shall not show from under the front of the brim of the combination hat, garrison, or command ball caps. Hairstyles which do not allow headgear to be worn in this manner, or which interfere with the proper wear of protective masks or equipment are prohibited. When in uniform, the hair may touch, but not fall below a horizontal line level with the lower edge of the back of the collar. With jumper uniforms, hair may extend a maximum of 1-1/2 inches below the top of the jumper collar. Long hair, including braids, which fall below the lower edge of the collar shall be neatly and inconspicuously fastened, pinned, or secured to the head. No portion of the bulk of the hair as measured from the scalp will exceed approximately 2 inches. A maximum of two small barrettes/combs/ clips, similar to hair color, may be used in the hair. Additional bobby pins or rubber bands matching hair color may be used to hold hair in place, if necessary. Fabric elastics and colored rubber bands/pins are not authorized. Hair ornaments shall not present a safety or FOD (Foreign Object Damage) hazard. Hair nets shall not be worn unless authorized for a specific type of duty.
- 2) **SHAVING AND MUSTACHES (Men).** The face shall be clean shaven unless a shaving waiver is authorized by the Commanding Officer. Mustaches are authorized but shall be kept neatly and closely trimmed. No portion of the mustache shall extend below the lip line of the upper lip. It shall not go beyond a horizontal line extending across the corners of the mouth and no more than 1/4 inch beyond a vertical line drawn from the corner of the mouth. The length of an individual mustache hair fully extended shall not exceed approximately 1/2 inch. . Handlebar mustaches, goatees, beards or eccentricities are not permitted. If a shaving waiver is authorized, no facial/neck hair shall be shaved, manicured, styled or outlined nor exceed 1/4 inch in length. **Supervisors of individuals with shaving waivers shall actively monitor**

and ensure treatment regimen is followed. The following personnel are not authorized to wear any facial hair except for valid medical reasons:

- a) Brig prisoners
 - b) Brig awardees
 - c) Personnel in a disciplinary hold status (i.e., who are serving restriction or hard labor without confinement or extra duties as a result of a court-martial or NJP).
 - d) Personnel assigned to a transient personnel unit who are awaiting separation:
 - By reason of a court-martial sentence
 - i) To benefit the service (MILPERSMAN 1910-164).
 - ii) Pursuant to the recommendation or waiver of an administrative discharge board, for misconduct (MILPERSMAN 1910-140).
- 3) **HAIR PIECES.** Wigs or hairpieces shall be of good quality and fit, present a natural appearance and conform to the grooming standards set forth in these regulations. They shall not interfere with the proper performance of duty nor present a safety or FOD (Foreign Object Damage) hazard.
- a) **Men.** Wigs or hairpieces may be worn by active duty personnel while in uniform or duty status only for cosmetic reasons to cover natural baldness or physical disfigurement. Wigs may be worn by Naval Reserve personnel engaged in inactive duty for training.
 - b) **Women.** Wigs or hairpieces meeting women's grooming standards are authorized for wear by personnel while in uniform or duty status.
- 4) **COSMETICS (Women).** Cosmetics may be applied in good taste so that colors blend with natural skin tone and enhance natural features. Exaggerated or faddish cosmetic styles are not authorized with the uniform and shall not be worn. Care should be taken to avoid an artificial appearance. Lipstick colors shall be conservative and complement the individual. Long false eyelashes shall not be worn when in uniform.
- 5) **Cosmetic Permanent Makeup.** Cosmetic Permanent Makeup is authorized for eyebrows, Eyeliner, lipstick and lip liner only. Permanent makeup shall be in good taste and blend naturally with the skin tone to enhance a natural appearance. Exaggerated or faddish cosmetic styles are not authorized and shall not be obtained. Approved permanent makeup colors are as follows: Eyebrows shall be shades of black, brown, blonde or red that matches the individual's natural hair color. Eyeliner shall be shades of black, brown, blue or green that matches the individual's natural eye color and shall not extend past the natural corner of the eye. Lip liner and lipstick shall be the color of the natural lip or shades of pink and moderate reds only. Permanent Makeup is considered an elective medical procedure that is accomplished by qualified medical professionals to enhance natural features and requires careful planning and consideration of associated risks and liabilities to the Sailor.

6) FINGERNAILS

- a) **Men.** Fingernails shall not extend past fingertips. They shall be kept clean.
- b) **Women.** Fingernails shall not exceed 1/4 inch measured from the fingertip. They shall be kept clean. Nail polish may be worn, but colors shall be conservative and complement the skin tone.

7) **JEWELRY.** Conservative jewelry is authorized for all personnel and shall be in good taste while in uniform. Eccentricities or faddishness are not permitted. Jewelry shall not present a safety or FOD (Foreign Object Damage) hazard. Jewelry shall be worn within the following guidelines:

8) **Rings.** While in uniform, only one ring per hand is authorized, plus a wedding/engagement ring set. Rings are not authorized for wear on thumbs.

9) Earrings

- a) **Men.** Not authorized while in uniform. Additionally, earrings are not authorized in civilian attire when in a duty status or while in/aboard any ship, craft, aircraft, or in any military vehicle or within any base or other place under military jurisdiction, or while participating in any organized military recreational activities. When considered appropriate by the prescribing authority under article 7201.2, earrings may be prohibited while in foreign countries.
- b) **Women.** One earring per ear (centered on earlobe) may be worn while in uniform. Earrings shall be 4mm - 6mm ball (approximately 1/8 - 1/4 inch), plain with shiny or brushed matte finish, screw on or with posts. Gold for officers/CPOs, and silver for enlisted personnel. Small single pearl earrings are authorized for wear with Dinner and Formal Dress uniforms.

10) **Wristwatch/Bracelets.** While in uniform, only one of each may be worn. Ankle bracelets are not authorized while in uniform.

11) **Rings.** While in uniform, only one ring per hand is authorized, plus a wedding/engagement ring set. Rings are not authorized for wear on thumbs.

12) **MUTILATION.** Intentional mutilation of any part of the body is prohibited. Mutilation is defined as the intentional radical alteration of the body, head, face, or skin for the purpose of and or resulting in an abnormal appearance.

Examples of mutilation include, but are not limited to:

- a) A split or forked tongue;
- b) Foreign objects inserted under the skin to create a design or pattern;
- c) Enlarged or stretched out holes in ears (other than a normal piercing);

d) Intentional scarring on neck, face, or scalp; or

e) Intentional burns creating a design or pattern.

13) Dental Ornamentation. The use of gold, platinum, or other veneers or caps for purposes of dental ornamentation is prohibited. For purposes of this regulation, ornamentation is defined as decorative veneers or caps. Teeth, whether natural, capped, or veneered, will not be ornamented with designs, jewels, initials, etc.



D. AIR FORCE:

- 1) All Airmen will comply with AFI 36-2903 standards at all times. If unsure, ask your MTL or an NCO.
- 2) Uniforms must be clean, neat, fitted properly, pressed if applicable, and serviceable.
- 3) Boots/shoes will be clean, fully laced, and polished if applicable.
- 4) Males will not wear earrings or healing posts on base, whether in uniform or civilian clothes. In uniform, females are authorized to wear one small spherical conservative, diamond, gold, white pearl, silver earring in which each lobe must match. In civilian clothes on base, earrings should not be extreme or excessive. In uniform, and in civilian clothing on a military installation, all personnel are prohibited from attaching, affixing or displaying objects, articles, jewelry, or ornamentation to or through the nose, tongue, or any exposed body part.
- 5) Portable electronic devices are prohibited during the duty day.
- 6) Airmen in civilian clothing will not wear clothing that is torn, frayed, or does not present a neat and clean appearance.
- 7) Undershirts will not be worn as outer garments.
- 8) T-shirts are authorized provided they bear no obscene or degrading language or symbols. Messages will not be offensive in nature.
- 9) Remove headgear when inside any building. Exception: approved religious headgear may be worn indoors.
- 10) Clothing will not be provocative or revealing in nature.
- 11) Cosmetics will be conservative and in good taste when in uniform.
- 12) Nail polish will be conservative and one singular color. Finger nails will not exceed $\frac{1}{4}$ in length measured from the tip of the finger.
- 13) While in uniform NPS Airmen assigned to the 37 TRG are prohibited from frequenting any establishment that offers tattoos or body piercing/modifications.
- 14) Tattoos/brands anywhere on the body that are obscene, advocate sexual, racial, ethnic, or religious discrimination are prohibited in and out of uniform.
- 15) Tattoos/brands will not be exposed excessively (exceed $\frac{1}{4}$ of the exposed body part and those above the collarbone and readily visible when wearing an open collar uniform).
- 16) Anklets are not authorized while in uniform.
- 17) Only solid black backpacks can be worn while wearing the AF Blue Uniform.

- 18)** Only solid black, woodland camouflage, or olive drab backpacks can be worn while wearing the AF BDU Uniform. Only solid black, olive drab green, sage green or ABU pattern backpacks may be worn in the ABU uniform.
- 19)** NPS Airmen are prohibited from affixing any unit/command badges to a uniform item until arrival at their first duty location.
- 20)** Females are permitted to wear small spherical gold, silver, diamond or pearl earrings.
- 21)** Wear of aquilettes:
- a)** Blue Rope signifies a Military Training Leader. A leader responsible to mold and mentor the airman while in Technical Training.
 - b)** Red, yellow, green- Airman Leader. They are placed in charge with greater responsibilities
- 22)** Refer to AFI 36-2903 for further uniform guidance

PART FOUR

Personal Conduct

1. **General.** Whether on or off duty, on or off post, service members shall conduct themselves in such a manner so as not to bring discredit upon themselves, Fort Lee, or the Armed Forces. Undesirable conduct includes, but is not limited to, drunk/reckless driving, drunk or disorderly conduct, offensive language or gestures and failure to satisfy financial obligations. Smoking is not permitted within 50 feet of any entrance to any building and only in authorized and designated smoking areas. Fort Lee and the majority of surrounding communities have rules that govern music volume on and off the installation. Service members must comply with these laws.
2. **Cell Phone Etiquette:** Cell phones will be turned off during all briefings and formations. Ear pieces will not be worn while in uniform. Cell phones are not authorized in the field unless authorized by CSM or CDR. Only one cell phone or pager is authorized to be worn while in uniform. USMC MarAdmin 065/08 states all cell phones and other electronic equipment will not be exposed while worn with Marine Corps uniforms. When talking to a senior noncommissioned or commissioned officer, show proper military bearing before answering an incoming call. If the caller does not outrank the individual you are speaking with, do not give precedence to the caller. Cell phone use is not authorized while driving a POV on Fort Lee unless a “hands free” device is used. Texting while operating a POV or military vehicle is prohibited. Virginia law prohibits texting while driving effective July 1, 2009.
3. **Profanity:** The loud use of profanity has become much more prevalent in what would be considered normal conversation in public. This has become so “normal” that personnel are, evidently, no longer aware of the impression it conveys. The use of profanity in the public environment (within ear range of others outside private conversations) is prohibited.
4. **On and Off-Duty Conduct:** You are sworn to uphold the Constitution and serve the American people. They have a right to expect that you will carry out your duties and conduct yourself properly, both on and off-duty. Civil laws pertain to all citizens, Soldiers included. You must obey these laws.
 - A. Civilian clothing must be in good taste (i.e., Soldiers should not go off post with their shirt off or unbuttoned down the front without a T-shirt). Sagging or wearing trousers or shorts lower than the waist so that underwear becomes visible, is not in good taste and not acceptable for Ft. Lee personnel. Items intended as undergarments are not acceptable as outer garments in public places, such as the PX, theaters, commissary, service clubs, chapels, clubs, dining facilities, and medical and dental facilities. Clothing that is excessively dirty or contains holes, is torn, or is adorned with vulgar and obscene slogans or designs is prohibited on Fort Lee.
 - B. Civilian clothes that Soldiers choose for off-duty wear should be in good taste and appropriate for the occasion. While excessively short shorts and halters are appropriate for sunbathing, they are not allowed in on-post facilities.

- C. Swim wear is inappropriate beyond the confines of a swimming area and the immediate quarter's area.
 - D. Soldiers will maintain a good military appearance while on leave/pass.
 - E. Male Soldiers will not wear earrings on or off duty while on Fort Lee or any military installation, or other place under military control. When on any Army installation or other places under Army control, Soldiers may not attach, affix, or display objects, articles, jewelry, or ornamentation to or through the skin while in uniform; or in civilian clothes on duty or in civilian clothes off duty (this includes earrings for male Soldiers).
5. **Speed limits:** Unless otherwise posted, the speed limit on Fort Lee is 25 MPH. Housing areas speed limit is 15 mph. Speed limits are strictly enforced.
 6. **Seatbelts:** Wear all required restraining devices (lap belts and shoulder belts when so equipped) when riding in any vehicle, on or off duty, on or off post. Failures to do so violates State law and may result in a fine IAW State law. In addition, insurance may refuse to pay a settlement if you are involved in an accident and found not to be wearing a seat belt.
 7. **Noise:** Playing loud music that can be heard outside a POV at a distance of 25 feet on Fort Lee is prohibited. Music should not be heard outside of a vehicle while the windows are up.
 8. **Public Use of Alcohol:** Service members will not carry (on foot or in privately owned vehicles) open bottles or cans of alcoholic beverages except in areas designated for consumption of alcoholic beverages, such as picnic grounds.
 9. **SERVICE MEMBERS DO NOT DRINK AND DRIVE!** Service members will know and use the designated driver rule. In lieu of a designated driver, use public transportation such as taxis, contact your chain of command, or call the military police at 287-2176 for a ride home.
 - A. In the state of Virginia, the legal limit for driving while intoxicated is a .08% blood alcohol content (BAC) (for drivers age 21 and over. For drivers under the age of 21, and any detectable amount of blood alcohol, which typically equates to a .02% BAC, exceeds the legal limit for driving while intoxicated. Service members under the age of 21 shall not consume alcohol on or off post.

Relationships between Personnel of different ranks:

1. Professional relationships between Soldiers are encouraged in accordance with AR 600-20, para 4-14.
2. The following relationships between Army officers and enlisted persons are generally prohibited:
 - A. Ongoing business relationships;
 - B. dating, intimate sexual relationships, and non-operational co-habitation;
 - C. gambling.
3. Relationships between Soldiers of different ranks are prohibited if the relationships:
 - A. compromise, or appear to compromise, the integrity of supervisory authority or the chain of command;
 - B. cause actual or perceived partiality or unfairness;
 - C. are, or are perceived to be, exploitative or coercive in nature;
 - D. involve, or appear to involve, the improper use of rank or position for personal gain; and
 - E. create an actual or clearly predictable adverse impact on discipline, authority, morale, or the ability of the command to accomplish its mission.

IET Service Members Phases and Privileges

IET Phases and privileges¹

PHASE		I	II	III	IV	V	V+
		Basic Combat Training (BCT)			Advanced Individual Training (AIT)		
		One Station Unit Training (OSUT)					
PRIVILEGES ¹	LEVEL OF SUPERVISION	TOTAL CONTROL	REDUCED CONTROL	REDUCED CONTROL	REDUCED CONTROL	REDUCED CONTROL	SIMILAR TO PERMANENT PARTY
TOTAL CONTROL		X					
RESTRICTED TO COMPANY AREA		X					
ESCORTED TO BY DRILL SERGEANT		X					
BRIGADE AREA PASSES			X ²	X ²	X ²	X ²	X
ON-POST PASS				X ²	X ²	X ²	X
OFF-POST PASS				X ²	X ²	X ²	X
OVERNIGHT PASS					X ²	X ²	X
WEAR CIVILIAN CLOTHES					X	X	X
CELL PHONES, PAGERS, ELECTRONIC DEVICES					X	X	X
DRIVE OR RIDE IN PRIVATELY OWNED VEHICLE (POV)/RENTAL VEHICLE				Paragraph 2-2b(5)(c)	X	X	X
ALCOHOL OR TOBACCO USE FOR SOLDIERS OF LEGAL AGE					X ³	X ³	X ³

¹ Privileges are earned, and are granted, reduced or modified at the commander's discretion based on Soldier performance and discipline.

² During passes for phases II-V, all IET Soldiers will utilize the battle buddy system except when accompanied by family members.

³ Not in the presence of IET Soldiers

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² During passes for phases II-V, all IET Soldiers will utilize the battle buddy system except when accompanied by family members.

³ Not in the presence of IET Soldiers

Military Customs and Courtesies:

1. Courtesy among members of the Armed Forces is vital to maintain military discipline. Respect to seniors will be extended at all times. All Army personnel in uniform shall salute when they meet and recognize persons entitled to the salute. Salutes will be exchanged between officers (commissioned and warrant) and enlisted personnel, and with personnel of the Armed Forces.
2. The exchange of a salute is a visible sign of good discipline and mutual respect. Saluting is an outward sign of unit pride and esprit de Corps. **IAW AR 600-25 each salute shall be rendered with a greeting and response.** The Fort Lee greeting is your "Unit Motto, Sir or Ma'am" The response from the officer will be your "Unit Motto." When approaching an NCO the appropriate greeting of the day will be rendered, "Good morning Sergeant" the response from the sergeant will be your "Unit Motto."
3. Be alert for general officers and other senior officer vehicles, which are identified with plates depicting their rank attached to the front of the vehicle. Proper military courtesy requires that you render a salute to these officers as they pass.
4. The US flag as distinguished from "The Colors" is not saluted except during the ceremonies of raising (Reveille) and lowering (Retreat) the flag, and when it is passing in a parade. The US flag trimmed on three sides with golden yellow fringe is "The Colors" and is saluted as it passes or you pass it within six paces.

Reveille and Retreat:

1. **Reveille (0600):** When you are outside, in uniform, not in formation and you hear "Reveille" you should face towards the US flag, if visible. If the US flag is not visible, face towards the music and assume the position of attention. Soldiers will salute on the first note of music. When required, the senior Soldier should bring the formation to attention and salute. If you are in civilian attire and hear "Reveille" you are expected to remove all headgear and place

your right hand over your heart. During reveille all vehicles in the area will stop. Soldiers will dismount their vehicle and render the proper courtesy. Marines will follow MCO P10520.3B which requires the vehicle to stop and personnel remain seated.

2. **Retreat (1700):** When you are outside, in uniform, not in formation and you hear “Retreat” you should face towards the US flag, if visible. If the US flag is not visible, face towards the music and assume the position of attention. Soldiers will salute when “To the Colors” is played. When required, the senior Soldier should bring the formation to attention and salute. If you are in civilian attire and hear “To the Colors” or the National Anthem, you are expected to remove all headgear and place your right hand over your heart. During retreat all vehicles in the area will stop. Soldiers will dismount their vehicle and render the proper courtesy. Marines will follow MCO P10520.3B which requires the vehicle to stop and personnel remain seated.
 - A. When indoors not in a formation personnel will stand at attention but will not present arms. If in civilian clothes, you will remove your headgear and stand at attention.
 - B. Soldiers will stand at attention and sing the Army Song whenever it is played.

PART FIVE

Additional Information:

1. SAFETY is every leader and Soldier's responsibility to help prevent accidents. Safe operations start with unit readiness. Readiness depends on the ability of a unit to perform its mission-essential task list (METL) to standard.

- A.** Operations require a Risk Assessment in order to identify associated hazards and select control measures which mitigate the associated risk. The risk management process will be integrated into all planning phases of training and combat operations. Soldiers will ensure that unnecessary risk is not taken. An unnecessary risk is a risk which could be reduced or eliminated and still accomplishes the mission.
- B.** Performing to standard is one of the key steps in preventing accidents; however, each leader must be aware that written standards may not exist for every task. High-risk tasks must be identified and reviewed to ensure that adequate standards exist and that unnecessary risks are eliminated. It is the leader's responsibility to ensure standards are enforced and unnecessary risks are not taken.

2. General Requirements:

- A.** Soldiers will not operate Army Motor Vehicles unless properly licensed. Army motor vehicle sustainment and refresher training is the key to accident prevention.
- B.** Soldiers and Leaders will ensure that vehicle operations are conducted IAW established standards, as applicable, to include use of ground guides, convoy briefings, use of assistant drivers, adherence to local highway rules and laws. All service members 25 year of age and younger will have a completed POV Inspection Form (FC2005) completed and signed by their supervisor. For Army Soldiers, one copy will be located in their glove box and an additional copy will be placed in their unit records at the Company level. Marines are not required to carry in glove box and form is maintained in electronic records for every Marine 25 or under
- C.** Seats belts will be worn at all times in any Government Motor Vehicles. Equipment worn will be adjusted in order to accommodate use of the installed seatbelt system.
- D.** POV and Motorcycle accidents are the number one cause of fatalities among Soldiers in the Army today and as such, warrant specific attention. Seatbelts will be worn in POVs at all times, on and off post.
- E.** Prior to any 4-day weekend, individual leave period and maximum leave windows, units will conduct directed vehicle safety and records check. Records checks will include driver's license, vehicle insurance, motorcycle safety course completion, and post DOD registration.

- F.** Soldiers are responsible for knowing, understanding, and complying with the rules of the road, and operating a vehicle safely in consideration of other motorists and pedestrians.
- G.** Never allow passengers to travel in the back of privately owned trucks or sport utility vehicles or non-tactical military vehicles, unless they wear a manufacturer -installed safety belt.
- H.** In accordance with Army Regulation 385-10, The Army Safety Program, Progressive Motorcycle Training is mandatory for all Service Members who ride a motorcycle on or off of the installation. Commanders and Leaders will identify all Service Members who ride motorcycles and track their required training according to the primary type of motorcycle ridden.
- 1) All military motorcycle riders must complete the Basic Rider Course (BRC) prior to operating a motorcycle. The BRC is a one-time requirement.
 - 2) All military motorcycle riders must complete advance motorcycle training consisting of either the Experienced Rider Course (ERC)/BRC-2 or the Military Sport Bike Riders Course (MSRC) based on type of motorcycle ridden. Motorcycle riders are encouraged to take advance motorcycle rider training 60 days after completing the BRC, but must complete training within 12 months.
 - 3) Motorcycle Sustainment Training is to continue the life-long learning process. The training is required every three years following the completion of the ERC/BRC-2 or MSRC and cannot be waived. Military motorcycle riders may accomplish sustainment training off post at their own expense.
 - 4) Motorcycle Refresher Training (MRT) is mandatory for military motorcycle riders who have been deployed for more than 180 days. The MRT will be conducted on the individual's own motorcycle to confirm ability to safely handle their motorcycle. Training may be conducted at the unit level preferably by a motorcycle rider. The MRT guide is available from the US Army Combat Readiness/Safety Center, <https://safety.army.mil/>. Ranges are not required for this training.
 - 5) Riders and passengers must wear Department of Transportation (DOT) approved protective helmets only (novelty helmets are not authorized); Eye protection must meet or exceed American National Standard Institute Standard Z87.1-2003 for impact and shatter resistance including goggles, wraparound glasses, or a full-face shield. Windshield and/or eyeglasses are insufficient protection and do not meet this standard; full-fingered gloves; long trousers; long sleeved shirt or jacket; enclosed sturdy foot wear (Boots or leather high top shoes recommended) that cover the ankles; and wear a reflective vest or reflective belt (on the outside of all outer garments so that it can be seen from all directions). The reflective belt will be worn over the shoulder, diagonally across the chest. A reflective vest or belt will be worn at all times. While wearing duty uniform and riding motorcycles leather coats and chaps are recommended, but must be taken off after parking motorcycle. (No club affiliation patches are authorized while wearing uniform, and all manufacturer Logos must be in good taste). Ballistic glasses meeting military specification are authorized for wear while riding a motorcycle.































3. **Fort Lee Resources:** Soldiers are encouraged to use the numerous resources available on Fort Lee to assist them and their families. Soldiers should first contact their first line leader or someone in their chain of command. Every commander has an open door policy and the chain of command should always be given the first attempt to assist in resolving a problem.
- A. **Army Community Service.** Army Community Service (ACS) is located in Bldg 9023, telephone (804) 734-6388. ACS provides information, assistance, and guidance on financial planning, food stamps, emergency care, shelter, transportation, job assistance, counseling and baby-sitting. Additional services include information, referral and follow-up, relocation, assistance to handicapped dependants, and the Army Family Advocacy Program. ACS also has a loan closet for newly arrived Soldiers and family members awaiting household goods.
 - B. **Military One Source.** An integrated Army information source that is available 24 hours a day 365 days a year. The Army One Source can and will answer any type of question you may have concerning any Army issue. All calls are answered live and can be accessed by the following numbers. In the US; 1- 800-342-9647, outside the US; 1-800-464-8107. On the web at; www.militaryonesource.com
 - C. **Free legal advice on military and civilian legal problems (i.e., contracts, insurance, wills, leases, and powers of attorney)** is available from the Legal Assistance Office; Bldg 1108, (804) 765-1500/1505
 - D. **The unit chaplain is always available for spiritual or family counseling.** A duty chaplain is always on call at telephone (804) 734-1584 (Care Line)
 - E. **Suicide Prevention.** Counseling is also available through Community Behavioral Health, located inside Kenner Army Health Clinic, telephone (804) 734-9387/9143/9623.
 - F. **Equal Opportunity Office.** Every unit has an equal opportunity (EO) representative. Any Soldier that feels they have a valid EO complaint should contact their unit representative.
 - G. **Sexual Harassment / Assault Response Program (SHARP)** **If anyone is a victim of Sexual Assault or encounters someone that has been a victim, follow these steps below:
 - 1) **Restricted reporting.** A service member who is sexually assaulted and desires medical care, counseling and victim advocacy, without initiating the investigative process should use the restrictive reporting option. Restricted reporting allows a sexual assault victim to confidentially disclose the details of his/her assault to specifically identified individuals and receive medical treatment and counseling, without triggering the official investigative process. Restricted reporting is intended to give victims additional time and increased control over the release and management of their personal information, and to empower them to seek relevant information and support to make more informed decisions about participating in the criminal investigation. A victim who receives appropriate care and treatment, and is provided an opportunity to make an informed decision about a criminal investigation is more likely to develop increased trust that his/her needs are of primary concern to the command and may eventually decide to pursue an investigation. Even if the victim chooses not to pursue an official investigation, this additional reporting avenue gives commanders a clearer picture of the sexual violence within their command, and

enhances a commander's ability to provide an environment that is safe and contributes to the well-being and mission-readiness of all of its members.

- 2) Unrestricted reporting.** A service member who is sexually assaulted and desires medical treatment, counseling and an official investigation of his/her allegation should use current reporting channels, for example, chain of command, law enforcement or report the incident to the SARC. Upon notification of a reported sexual assault, the SARC will immediately assign a Victim Advocate. Healthcare providers will, with the consent of the victim, initiate the appropriate care and treatment, and report the sexual assault to law enforcement or the chain of command. Additionally, at the victim's discretion/request, the healthcare provider will conduct a forensic medical examination, which may include the collection of evidence. Details regarding the incident will be limited to only those personnel who have a legitimate need to know.

- H. Equal Opportunity/Sexual Harassment.** All service members have the right to be treated fairly without regard to their sex, race, religion, or ethnic background. This includes not being sexually harassed. Sexual harassment occurs when any service member or civilian employee uses behavior of a sexual nature in an attempt to control, influence, or affect the career, pay, or job of a service member or civilian employee, or makes deliberate or repeated verbal comments or gestures of a sexual nature that are offensive to the person addressed, or makes abusive physical contact of a sexual nature.
- I. Tri-Care Service Center.** Your Tri-Care Service Center is located inside Kenner Army Health Clinic or call toll free 1-877-874-2273. The Tri-Care Service Center provides information, assistance and guidance about high-quality healthcare at affordable costs for military families and retirees. Office hours are from 0800-2000 Monday through Friday and from 0900-1300 Saturday.
- J. Inspector General Office:** It is the right of every Soldier to seek the assistance of the Inspector General (IG) concerning complaints or grievances. Your IG office is located at Bldg. 1108, (804) 765-1584. You must have permission to be absent from your place of duty if you visit the IG during duty hours. We encourage you to use your chain of command first. More often than not, they can and will resolve any matter that concerns you.

APPENDIX A: Military Insignia

CATEGORY	Insignia of the United States Army						
ENLISTED (Green and Gold)	E-1	E-2	E-3	E-4		E-5	E-6
							
	no insignia Private	Private	Private 1st Class	Corporal	Specialist	Sergeant	Staff Sergeant
	E-7	E-8		E-9			
							
	Sergeant 1st Class	Master Sergeant	1st Sergeant	Sergeant Major	Command Sergeant Major	Sergeant Major of the Army	
WARRANT OFFICER (Silver and Black)	W-1	W-2	W-3	W-4	W-5		
							
	Warrant Officer	Chief Warrant Officer	Chief Warrant Officer	Chief Warrant Officer	Master Warrant Officer	Master Warrant Officer	
COMPANY AND FIELD GRADE OFFICER (Gold and Silver)	O-1	O-2	O-3	O-4	O-5	O-6	
							
	(gold) 2nd Lieutenant	(silver) 1st Lieutenant	(silver) Captain	(gold) Major	(silver) Lieutenant Colonel	(silver) Colonel	
GENERAL OFFICER (Silver)	O-7	O-8	O-9	O-10		O-11	
							
	Brigadier General	Major General	Lieutenant General	General		General of the Army	

Marine Corps Knowledge



U.S. NAVY

ENLISTED RATES		OFFICER RANKS	
E-1	Seaman Recruit (SR)	O-1	Ensign ENS
E-2	Seaman Apprentice (SA)	O-2	Lieutenant Junior Grade LTJG
E-3	Seaman (SN)	O-3	Lieutenant LT
E-4	Petty Officer Third Class (PO3)	O-4	Lieutenant Commander LCDR
E-5	Petty Officer Second Class (PO2)	O-5	Commander CDR
E-6	Petty Officer First Class (PO1)	O-6	Captain CAPT
E-7	Chief Petty Officer (CPO)	O-7	Rear Admiral Lower Half RADM (LH)
E-8	Senior Chief Petty Officer (SCPO)	O-8	Rear Admiral Upper Half RADM (UH)
E-9	Master Chief Petty Officer (MCPO)	O-9	Vice Admiral VADM
Special	Master Chief Petty Officer of the Navy (MCPON)	O-10	Admiral ADM
		Special	Fleet Admiral (reserved for wartime only)
CHIEF WARRANT OFFICERS			
W-2	Chief Warrant Officer 2 CWO2	W-3	Chief Warrant Officer 3 CWO3
W-4	Chief Warrant Officer 4 CWO4	W-5	Chief Warrant Officer 5 CWO5

United States Air Force Ranks

Rank, Pay Grade, and Insignia

Enlisted

E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	E-9				
Air Force													
no insignia													
Airman Basic (AB)	Airman (Amm)	Airman First Class (A1C)	Senior Airman (SrA)	Staff Sergeant (SSgt)	Technical Sergeant (TSgt)	Master Sergeant (MSGt)	First Sergeant (E-7)	Senior Master Sergeant (SMSgt)	First Sergeant (E-8)	Chief Master Sergeant (CMSgt)	First Sergeant (E-9)	Command Chief Master Sergeant (CCM Sgt)	Chief Master Sergeant of the Air Force (CMSAF)

Officer

O-1	O-2	O-3	O-4	O-5	O-6	O-7	O-8	O-9	O-10	
Air Force										
2nd Lieutenant (2nd Lt.)	1st Lieutenant (1st Lt.)	Captain (Capt.)	Major (Maj.)	Lieutenant Colonel (Lt. Col.)	Colonel (Col.)	Brigadier General (Brig. Gen.)	Major General (Maj. Gen.)	Lieutenant General (Lt. Gen.)	General (Gen.)	General of the Air Force (reserved for wartime only)

APPENDIX B: Authorized Run Routes and Gate Hours

FORT LEE, Va. (Sept. 20, 2012) -- Access control hours at Fort Lee gates are set to change, effective Oct. 1. U.S. Army Installation Management Command directed all of its installations to transition from contract security guards to Department of Army security guards by Sept. 30. Fort Lee is currently on track to make the transition on time. As a result, modifications to the gate hours will occur on Oct. 1.

The previous Fort Lee senior mission commander approved the access plan in June of this year. The change in gate hours was not a quick decision. It was determined over a period of months with input from the Fort Lee tenants and community. Detailed traffic studies at each gate, personnel authorizations and requirements for access control, and the required change from contract to DA guards also factored into the decision-making process.

“We understand that a change in the normal routine will take some getting used to, but we ask for patience as we undergo the transition,” said Fort Lee Provost Marshal Maj. David Martin.

Despite the change, the modifications to the gate hours provide several benefits to the community, particularly extended hours at Mahone Gate, maintaining 24-hour access to Jackson Circle and changing the main gate location from Lee Avenue to Sisisky Boulevard.

Gate Hours:

Lee Avenue: Monday - Friday, 0500 - 2000; Saturday and Sunday 1000 - 1800

Mahone Avenue: Daily, 0500 - 2100

A Avenue: Monday - Friday, 0500 - 2000; Saturday and Sunday, 0800 - 2000

Shop Road: Monday - Friday, 0600 - 1400 (commercial vehicles only); closed Saturday and Sunday.

Sisisky Blvd.: Open 24 hours daily. It's the new Main Gate.

Jackson Circle: Open 24 hours daily to staff, residents and guests.

Temple Avenue (Ordnance Campus Gate): Monday - Friday, 0430 - 1400; closed Saturday and Sunday.

APPENDIX C: Fort Lee Policy Letters

All policy letters can be found at:

<http://www.lee.army.mil/cmd.group/fort.lee.policy.letters.aspx>

CASCOM

- [Policy 12-01 - Policy for Academic Review Boards](#)
- [Policy 7-02 - Change of Command](#)
- [Policy 14-05 - Equal Opportunity \(EO\) Program](#)
- [Policy 19-05 - Wearing of BDUs](#)
- [Policy 04-09 - Equal Opportunity Action Plan \(EOAP\)](#)
- [Policy 05-09 - Commander's Policy Statement on Prevention of Sexual Harassment](#)
- [Policy 06-09 - Equal Opportunity Complaint Process & Procedures](#)
- [Policy 07-09 - Equal Opportunity Special/ Ethnic Observances](#)
- [Policy 08-09 - Civilian Honorary Awards \(CHA\) and Public Service Awards](#)
- [Policy 04-10 - Commanding General's Open Door Policy](#)
- [Policy 05-10 - EO & Human Relations Management Training](#)
- [Policy 06-10 - Prohibition of psychotropic substances](#)
- [Policy 07-10 - Commanding General's Retention Incentive Program](#)
- [Policy 01-11 - Risk Decision Policy](#)
- [Policy 06-11 - FY12 Civilian Awards Program Policy](#)
- [Policy 07-11 - Commander's Safety Policy](#)
- [Policy 08-11 - United States Army Combined Arms Support Command Fiscal Year 2011 Retention Program Guidance and Commanding General's Retention Excellence Awards Program](#)
- [Policy 02-12 - Command Supply Discipline Policy](#)
- [Policy 05-12 - CASCOM Organizational Inspection Program Policy](#)
- [Policy 07-12 - Establishment of the Fort Lee Career Program 32 Council](#)
- [Policy 15-12 - Fort Lee DFMWR Community Library and Army Logistics University Library Policy on printer and copier services](#)
- [Policy 01-13 - Commanding General's Policy - Quarters Visitation Guidance](#)

Army Community Services (ACS)

- [Policy 06-05 - Fort Lee Family Violence Command Policy Letter](#)
- [Policy 03-06 - Sexual Assault and the Sexual Assault Prevention and Response Program](#)

Employment, Equal Opportunity, and Equal Employment Opportunity

- [Policy 14-05 - Equal Opportunity \(EO\) Program](#)
- [Policy 01-09 - Fort Lee Army Career and Alumni Program \(ACAP\)](#)
- [Policy 03-09 - Recruitment, Relocation and Retention Incentives](#)
- [Policy 04-09 - Equal Opportunity Action Plan \(EOAP\)](#)

- [Policy 05-09 - Commander's Policy Statement on Prevention of Sexual Harassment](#)
- [Policy 06-09 - Equal Opportunity Complaint Process & Procedures](#)
- [Policy 07-09 - Equal Opportunity Special/ Ethnic Observances](#)
- [Policy 08-09 - Civilian Honorary Awards \(CHA\) and Public Service Awards](#)
- [Policy 03-10 - Civilian Sponsorship Program](#)
- [Policy 05-10 - EO & Human Relations Management Training](#)
- [Policy 18-12 - Policy Statement on the Equal Employment Opportunity Program](#)

Facilities & Grounds Management & Maintenance, and Environmental

- [Policy 11-03 - Service Order Work Priority](#)
- [Policy 12-03 - Approval to Accomplish Work on Installation Facilities](#)
- [Policy 16-03 - Trimming and Planting of Trees, Shrubs, and Flowers Around Buildings](#)
- [Policy 17-03 - Pest Management Services](#)
- [Policy 18-03 - Minimizing the introduction and Spread of Invasive Plant and Insect](#)
- [Policy 19-03 - Fort Lee Recycling Program](#)
- [Policy 20-03 - Hazardous Material Control Center \(HMCC\)](#)
- [Policy 07-05 - Mission Integrated/Environmental Management System \(MI/EMS\) Policy](#)
- [Policy 09-05 - Land Disturbing Activities](#)
- [Policy 02-06 - Facility Hand Receipt Procedures and Responsibilities](#)
- [Policy 10-06 - Fort Lee Energy Conservation Measures](#)
- [Policy 02-09 - Fort Lee Policy on Excavation and Ground Disturbance](#)
- [Policy 03-11 - Fort Lee Pollution Prevention Policy](#)
- [Policy 04-11 - Fort Lee Green Procurement Policy](#)
- [Policy 03-12 - Metal Detector Use Policy](#)
- [Policy 04-12 - Diner Use Policy](#)
- [Policy 16-12 - Wash Rack Petroleum Purging Policy](#)
- [Policy 17-12 - Temporary Signage at Fort Lee](#)

Family & Morale, Welfare & Recreation

- [Policy 02-04 - Family and Morale, Welfare & Recreation \(FMWR\) Guest Policy](#)
- [Policy 06-04 - Post Field House Usage Policy](#)
- [Policy 18-05 - Unauthorized Child Care in Government Qtrs](#)
- [Policy 19-05 - Wearing of BDUs](#)
- [Policy 06-07 - Child, Youth and School Services Childcare Eligibility and Waiting List Priorities](#)
- [Policy 02-08 - Use of Petersburg National Battlefield by Fort Lee Military and Civilian Personnel](#)
- [Policy 02-10 - Commercial Sponsorship](#)
- [Policy 04-10 - Commanding General's Open Door Policy](#)

- [Policy 01-12 - Dress Code, Civilian Attire and No Smoking Policy for Personnel in Ft. Lee Clubs](#)
- [Policy 04-12 - Diner Use Policy](#)
- [Policy 15-12 - Fort Lee DFMWR Community Library and Army Logistics University Library Policy on printer and copier services](#)
- [Policy 03-13 - Mandatory Background Checks for Specified Volunteers](#)

Health, Safety and Emergency Services

- [Policy 20-01 - Operating and Release Procedures During Adverse Weather Conditions](#)
- [Policy 01-05 - Army Substance Abuse Program Policy](#)
- [Policy 04-05 - Alcoholic Beverages Policy](#)
- [Policy 06-05 - Fort Lee Family Violence Command Policy Letter](#)
- [Policy 01-06 - Noise Abatement](#)
- [Policy 03-06 - Sexual Assault and the Sexual Assault Prevention and Response Program](#)
- [Policy 07-07 - Duty to Report & Investigate Violence in the Workplace Incidents](#)
- [Policy 08-07 - Public Access Defibrillator \(PAD\) Program](#)
- [Policy 11-07 - PT Road Closure & Safety Precautions for Military Troops Formation](#)
- [Policy 01-08 - Exchange and Disposal of Fire Extinguishers](#)
- [Policy 03-08 - Fort Lee Motorcycle Safety Policy](#)
- [Policy 05-09 - Commander's Policy Statement on Prevention of Sexual Harassment](#)
- [Policy 01-10 - Pregnancy/Postpartum Physical Training \(PPPT\) Program](#)
- [Policy 06-10 - Prohibition of psychotropic substances](#)
- [Policy 01-11 - Risk Decision Policy](#)
- [Policy 02-11 - Civilian Fitness Program Policy Letter](#)
- [Policy 07-11 - Commander's Safety Policy](#)
- [Policy 06-12 - Off-Limits Establishment Policy](#)
- [Policy 08-12 - Registration and Reporting for Privately-Owned Weapons](#)
- [Policy 09-12 - Walking/Jogging with Headphones Policy](#)
- [Policy 10-12 - Fort Lee Crosswalk Safety Policy](#)
- [Policy 13-12 - Fort Lee Reserved Parking](#)
- [Policy 14-12 - Wildlife Management Hunting Policy](#)

Housing & Lodging

- [Policy 07-04 - Key and Essential Positions/Designated Quarters \(DO\) for Privatized Family Housing Agreement](#)
- [Policy 11-05 - Priority for Lodging Transient Personnel](#)

Human Resources

- [Policy 06-06 - Voluntary Leave Transfer Program](#)
- [Policy 01-09 - Fort Lee Army Career and Alumni Program \(ACAP\)](#)

- [Policy 08-09 - Civilian Honorary Awards \(CHA\) and Public Service Awards](#)

Information Technology

- [Policy 16-05 - Laptop-Style Computer Security Policy](#)
- [Policy 11-12 - Garrison Printer Policy](#)

Public Affairs

- [Policy 05-11 - Use of Fort Lee Digital Signs](#)
- [Policy 02-13 - Controlled Distribution of Off-Post Publications](#)

Security

- [Policy 16-05 - Laptop-Style Computer Security Policy](#)
- [Policy 17-05 - Procedures for Purchasing Security Equipment](#)
- [Policy 08-12 - Registration and Reporting for Privately-Owned Weapons](#)

Transportation, Roads & Motor Vehicles

- [Policy 27-03 - Request for Motor Transportation](#)
- [Policy 11-07 - PT Road Closure & Safety Precautions for Military Troops Formation](#)
- [Policy 03-08 - Fort Lee Motorcycle Safety Policy](#)
- [Policy 12-12 - Government Services Administration \(GSA\) Leased Vehicle Fueling and Washing Policy for MOGAS Powered Vehicles Up to and Including 15 Passenger/Cargo Vans](#)
- [Policy 13-12 - Fort Lee Reserved Parking](#)

APPENDIX D: Important Telephone Numbers

Emergencies: 911

Information Services:

Operator from off-post: (804) 765-3000

Operator from on-post: 0

Duty Officers:

Fort Lee Post duty Officer: (804) 734-1584

CASCOM HQ's: (804) 765-7425

Fort Lee Police Station: (804) 734-7400

23rd Quartermaster Brigade: (804) 765-3377

59th Ordnance Brigade: (804) 765-9289

Marine Corps Detachment: (804) 586-3922

ALU: (804) 765-8440/8441

CID: (804) 734-1009

Housing Service Orders: (804) 734-5100